

Policy 4.3.3

Borrowing Parameters

Background

In order to exercise good stewardship over the lending collections, borrowing parameters are set by the Kalkaska County Library. KCL aims to keep books and other materials in the hands of people who want them, as long as they need them, while encouraging on-time return of borrowed materials for use by others. KCL policies and procedures are designed to foster the highest possible utilization of the lending collection, a limited resource.

In an effort to further support literacy and equity, the Kalkaska County Library does not charge overdue fines. The Library Board of Trustees hopes that the elimination of overdue fines will encourage responsible stewardship of common resources.

Replacement of Lost and Damaged Materials

A replacement fee is charged to the borrower account if an item is lost or damaged and beyond repair. Items not returned 45 days past the due date are defined as lost.

Fees and Fines for Minors

The parent or guardian of any person less than 18 years old is responsible for any fines and/or damage to the library or its collections, or other costs incurred by the minor at the library and the return of materials borrowed by the minor. The library record of a minor may be released to either the minor or the parent or guardian.

Material Recovery Agency

The library director is authorized to utilize a material recovery agency to assist with seriously delinquent accounts. Accounts are referred to the agency 60 days after the due date when the account balance exceeds \$25.00. The account is billed an additional one-time \$15.00 service charge when submitted to the agency.

Fines and Lending Periods

Format	Loan Period	Item Limits	Renewals ¹
Books	3 weeks	40	Yes
DVDs	2 weeks	5	Yes
DVD series	2 weeks	2	Yes
Audiobooks	3 weeks	5	Yes
Playaways	3 weeks	2	Yes
Magazines	3 weeks	20	Yes
Wonderbooks	3 weeks	2	No
Launchpads	1 week	1	No
Wi-Fi Hotspots	1 week	1	No
Projector	1 week max	1	No

¹ Limit 3 renewals.

Limit of 40 total items on account at any one time. Renewals are not allowed if an item is on hold for other patrons.

Donations for Services

The Library does not charge fees for copies and faxes. Suggested donations are as follows: Black & White copies are 20¢/page, color copies are 50¢/page, photo prints are \$1.00/page. Fax service is \$3.00 for the first page and \$1.00 each additional page. 3D prints are 10¢/gram. The library does not accept faxes.

Approved: 22 February 2022

Signature on file

Cash Cook, Board Secretary